

PATRON SERVICES LIBRARY ASSISTANT

The Weston Public Library seeks a customer oriented and technically savvy Information and Patron Services Library Assistant. The responsibilities for this position include: providing general assistance at the Information Desk as well as reference assistance using traditional and digital resources, basic and advanced troubleshooting and education on library-owned and personal devices for individuals and small groups, monitoring and oversight of the Library's collection of digital resources, monitoring and development of the Library's social media presence, oversight of Library A/V equipment and training for outside groups as needed.

Part Time: 12 hours weekly. Salary: \$19.50 hourly (non-benefited). Some flexibility required to cover scheduled programming.

Minimum qualifications: Previous public library experience and/or one year of related experience. Knowledge of emerging trends in libraries. Excellent customer service and interpersonal skills. Knowledge and experience with Evergreen ILS preferable.

Applications: Town of Weston applications may be obtained from Weston Town Hall, 56 Norfield Rd., Weston, CT 06883 or online at www.westonct.gov. Applications must be submitted to the Weston Public Library along with a resume and cover letter. Applications packages may be mailed to Weston Public Library, 56 Norfield Rd. Weston, CT 06883 or emailed to westonlibrary@westonct.gov. Review of applications will begin August 15, 2014 and will continue until position is filled.